



Electronic Services Administrator

Details

Job ID : 377

Title : Electronic Services Administrator

Job Code : 703

Salary : \$2,042.00 (Monthly)

Grade : 7

Tenured : YES

Job Departments

- General Counsel - State Law Library

Purpose

RESPONSIBLE FOR ON-LINE LEGAL RESEARCH ADMINISTRATION, STATE LAW LIBRARY'S WEBSITE

Required Qualifications

Education : 4 Year College Degree

Education Substitute : Experience for Degree @ 1:1

Experience : None

Job Skills/Abilities

- COMPUTER SKILLS
- RESEARCH SKILLS
- COMMUNICATION SKILLS
- EXPERIENCE: LAW LIBRARY EXPERIENCE

Job Duties

- OVERSEE WESTLAW ADMINISTRATION INCLUDING BUT NOT LIMITED TO: PASSWORD AUTHORIZATION, EMAIL UPDATES TO USERS, TRAINING FOR JUDGES AND STAFF
- REFERENCE AND RESEARCH ASSISTANCE FOR THE COURT OF JUSTICE
- CONDUCT AND COMPILE DATA FROM ANNUAL COUNTY LAW LIBRARY INVENTORIES AND SURVEYS
- PUBLISH JUDICIAL ETHICS FORMAL OPINIONS ON STATE LAW LIBRARY WEBSITE
- RESPOND TO EMAIL FROM STATE LAW LIBRARY WEBSITE
- OVERSEE STATE LAW LIBRARY'S PATRON COMPUTER STATIONS
- ASSIST LIBRARY PATRONS
- ANSWER MAIN PHONE LINE
- SPECIAL PROJECTS AS ASSIGNED BY THE STATE LAW LIBRARIAN
- OTHER DUTIES AS ASSIGNED BY THE STATE LAW LIBRARIAN